Instructions - West Virginia DEP Oil and Gas Production Reporting - New for 2016

There are a few changes for the 2017 reporting of 2016 oil and gas production data. Some changes will affect everyone: operators of conventional wells, and operators of wells permitted under the Horizontal Well Act (H6A). Some changes will only affect operators of H6A wells.

For ALL Operators:

- The WR-39e form has changed. The columns are now grouped by the substance being reported. This will make data easier to enter, as you now only have to work in the columns that affect you.
- API number will now use the full 10-digit API number, such as 4705100123. Well lists by operator can be downloaded from our web page, instructions are below.

For Horizontal H6A Operators Only

- The requirement to report NGL, has now changed to report condensate. It is a change in terminology. The specifics of this reporting are:
    - Report liquids that are collected near the well head by operator.
    - If the hydrocarbon types and ratios can be distinguished, report quantities for crude oil and condensate separately.
    - If these are not distinguishable, report all hydrocarbons as crude oil or condensate, which ever more accurately describes the liquid generated.
    - Downstream NGL extracted does not need to be reported.
- Produced water is now required to be reported for H6A wells. Produced water is the water generated after the initial 30 day "flowback" period after completion of the well.

That's all the changes. Once you see the new format of the WR-39e, you will see that it is easier, particularly for conventional well operators.

All information needed to report annual production is available on our web pages:

Office of Oil & Gas Main Page: http://www.dep.wv.gov/oil-and-gas/Pages/default.aspx

Annual Reporting Page: http://www.dep.wv.gov/oil-and-gas/rr/Pages/default.aspx

Well List Page: Well Search Page

Operator ID Lookup Page: Operator Lookup Page

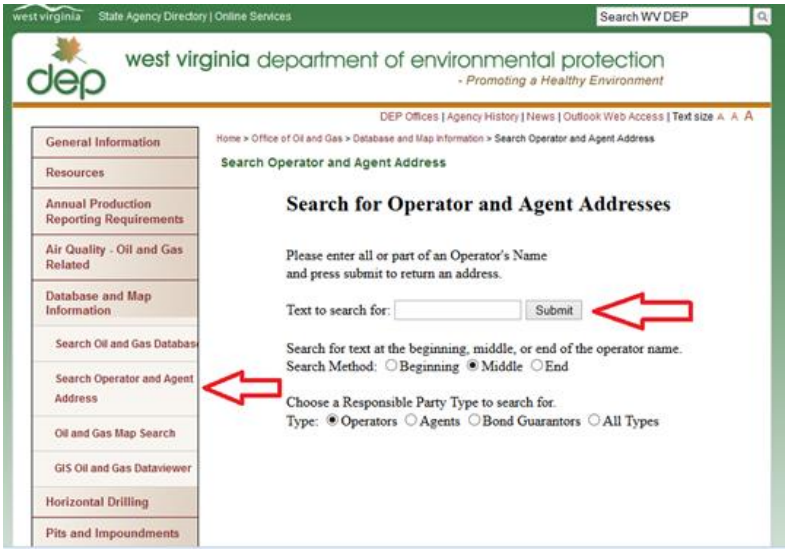
Instructions:

1. Columns. Below is an explanation of information that is to be supplied in the columns.

2. Year. Enter the year that production is being reported. Be sure the year is filled in for each line of data. (Cut and paste is a powerful and useful tool.)

3. Operator ID. The Operator ID is a number assigned to all oil and gas operators in WV. The Operator ID number will be a 6 or 9 digit number. If you are reporting for more than one operator, you may elect to combine them on one spreadsheet, or make separate files for each Operator ID. If you do not know your Operator ID, you may look it up on the WVDEP webpage at:

http://www.dep.wv.gov/oil-and-gas/databaseinfo/Pages/default.aspx



Operator Search Result

Click on an Operator Name link to get the Operator's Agent address information

1 rows returned							
ID	Name	Address	City	State	Zip Code	Phone Number	Attention
494458046	CNX GAS COMPANY LLC	ONE ENERGY DRIVE	JANE LEW	WV	26378-6506	304-884-2009	AMANDA LANGFORD

4. API Number. Enter the API number of all wells you are reporting on your bond. New this year is the use of the 10 digit API number. All will begin with "47", have three digit county code, and 5 digit well code. Many county codes begin with "0". Below are instructions for downloading a well list. Follow the format of API numbers in example. Do not use dashes, spaces, or well names.

5. Monthly Production Data. These data fields have changed this year, they are now arranged in groups by substance; gas, oil, water, and condensate. You only need to supply data that applies to you. Blank spaces will be read as zeros. Units are: gas - MCF (MCF), oil (barrels), condensate (barrels,, and water - barrels. DO NOT use decimals, letters, or negative numbers. If a meter reading indicates a negative number, do not enter a negative number. If a common meter reads several wells, you may divide the production among those wells.

6. Condensate Reporting. In 2016 the WV Legislature clarified the former term of NGL and changed this to condensate. If the hydrocarbon types and ratios can be distinguished, report quantities for crude oil and condensate separately. If these are not distinguishable, report all hydrocarbons as crude oil or condensate. Again, only operators of horizontal H6A wells need to report condensate and water.

7. Water Reporting. Also in 2016, the WV Legislature passed a rule requiring H6A wells to report produced water. The produced water is water that is generated after the initial 30 day flowback period.

8. House Gas Wells. To report production for gas wells whose only production is to feed a home, or consumer, enter 5 MCF gas for each month of the year.

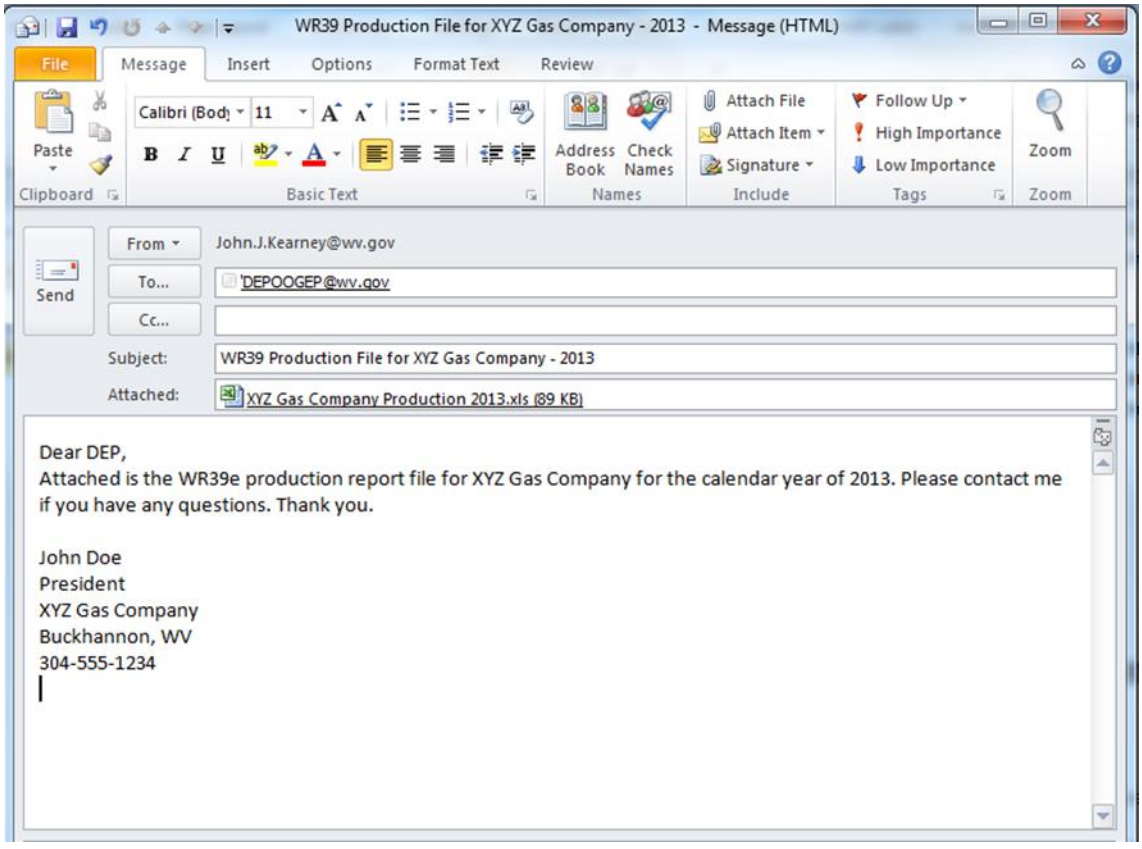
9. DO NOT: Add extra columns or rows for additional information, do not add extra columns for well numbers, do not add rows or columns to tally total production, do not add extra rows at the top for header information. The Year, Operator ID and API number is all the information needed to enter the data. Extra lines or columns will require future edits by you to make corrections.

10. File Name: Give your file a unique name, such as "XYZ Gas Company Production 2016". In the past we asked that you name the file "production.xls." Please discontinue this practice. a unique file name . DO NOT USE "SPECIAL CHARACTERS" IN THE FILE NAME. Do not use special characters such as "&, $, %,/, *, etc." in the file name. Many company names have an "&" in them, such as "Smith Oil & Gas". Spell out "and". Our database does not like special characters.

11. Data Submittal: There are three methods of submitting your WR-39 data form:
    a. Electronic Submission System: This is the preferred method of data submittal. Through a web site, you sign up and directly submit the form for automatic processing. Many operators have already used this. If you have not, you can sign up for a login ID and being using the system, web site is: https://apps.dep.wv.gov/eplogin.cfm
    b. Email to WV DEP: You can submit your form via Email to: DEPOOGEP@wv.gov. In the subject line, please say "WR39", such as XYZ Gas Company WR393 2016.
    c. Paper. We still accept paper copies of WR-39. We are discouraging this method. If you are using a computer to fill out paper copies of the pdf WR-39, we suggest you use a computer to use the WR-39e digital file.

       Address: West Virginia Department Of Environmental Protection
       Office of Oil and Gas
       601 57th SE
       Charleston, WV 25304

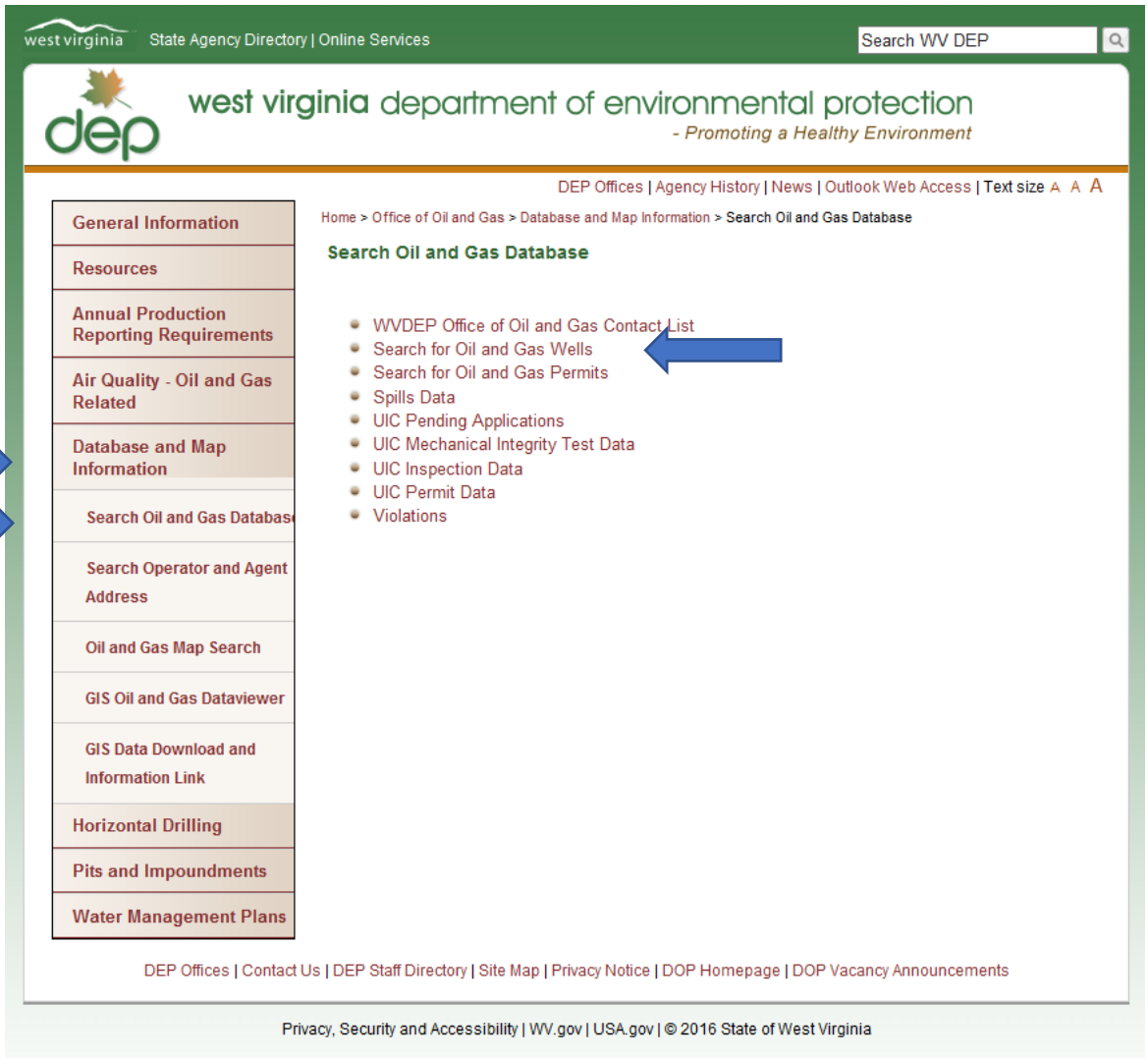
12. Sample Email: If you submit by email, please follow the simple guidelines below when are submitting the email, so that we know who sent it, and how to contact you if we need to discuss your submittal:



WR-39e Instructions – WV DEP

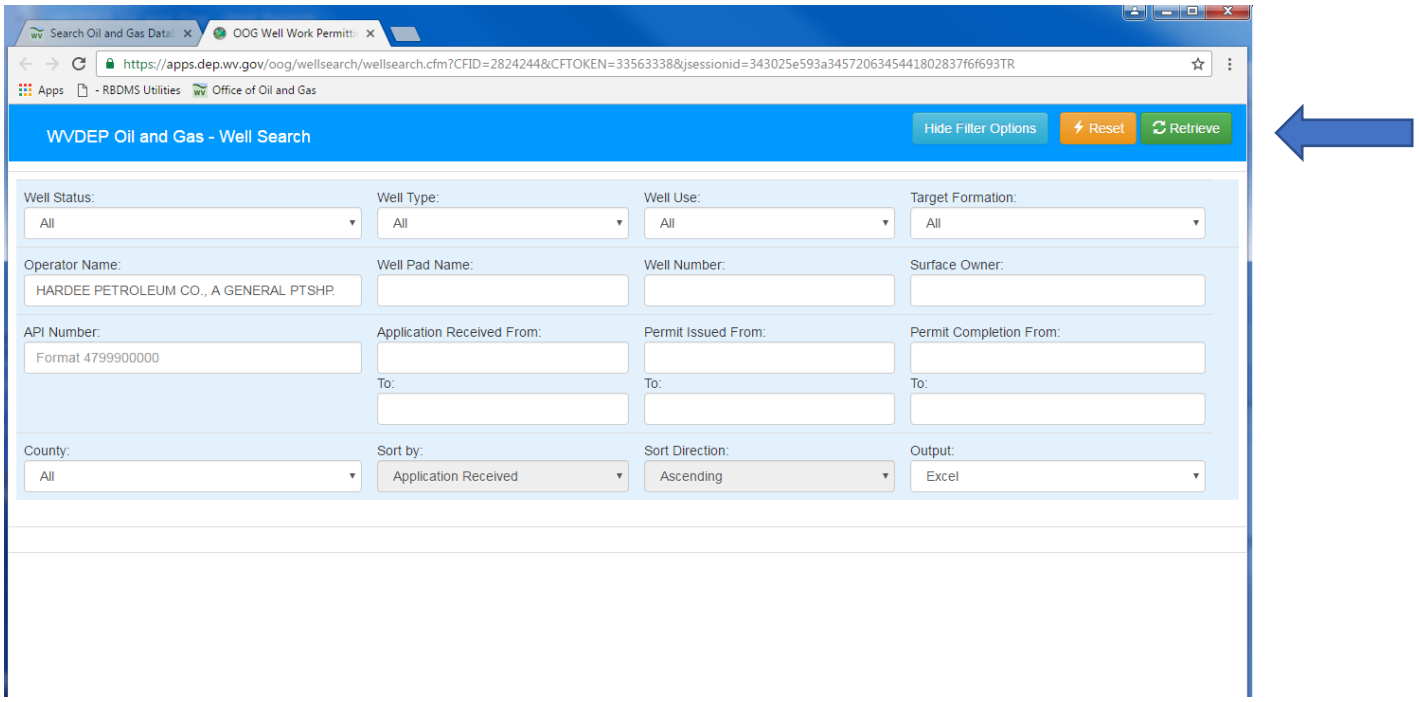
Instructions for Downloading a Well List by Operator and How to Fill Out the WR-39e.

1. If you have an Excel list of your wells, skip down to Step 12
2. To get a list of your wells from the WVDEP database, Open DEP Office of Oil and Gas web page. http://www.dep.wv.gov/oil-and-gas/Pages/default.aspx
3. Click “Database and Map Information”
4. Click “Search Oil and Gas Database”
5. Click “Search for Oil and Gas Wells”

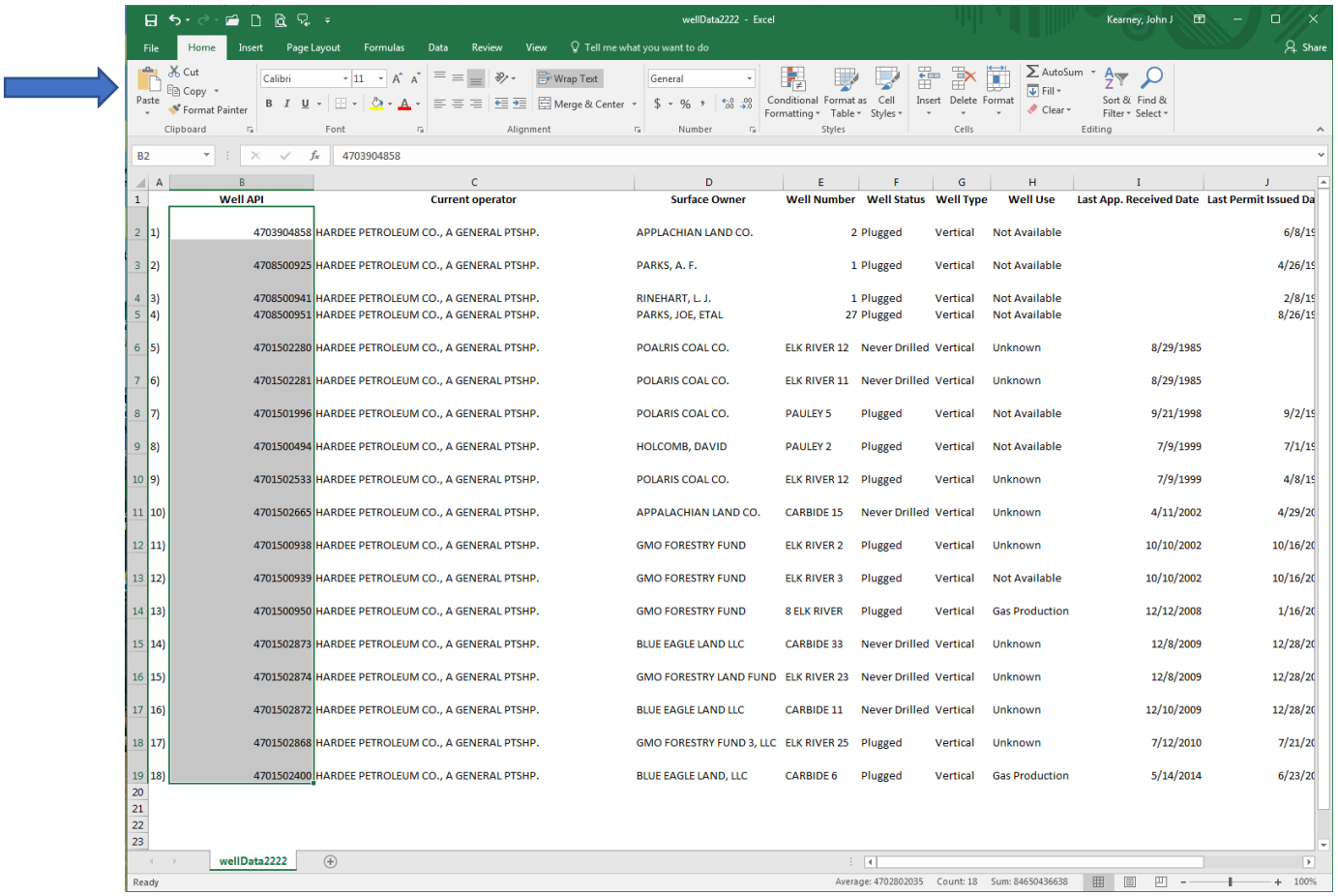


This screen appears:

6. Enter your company name in the Operator Name box
7. On the bottom right, in Output box, choose “Excel”
8. Hit Retrieve at the top.
9. After hitting Retrieve, it will ask you to save, save the file on your computer.



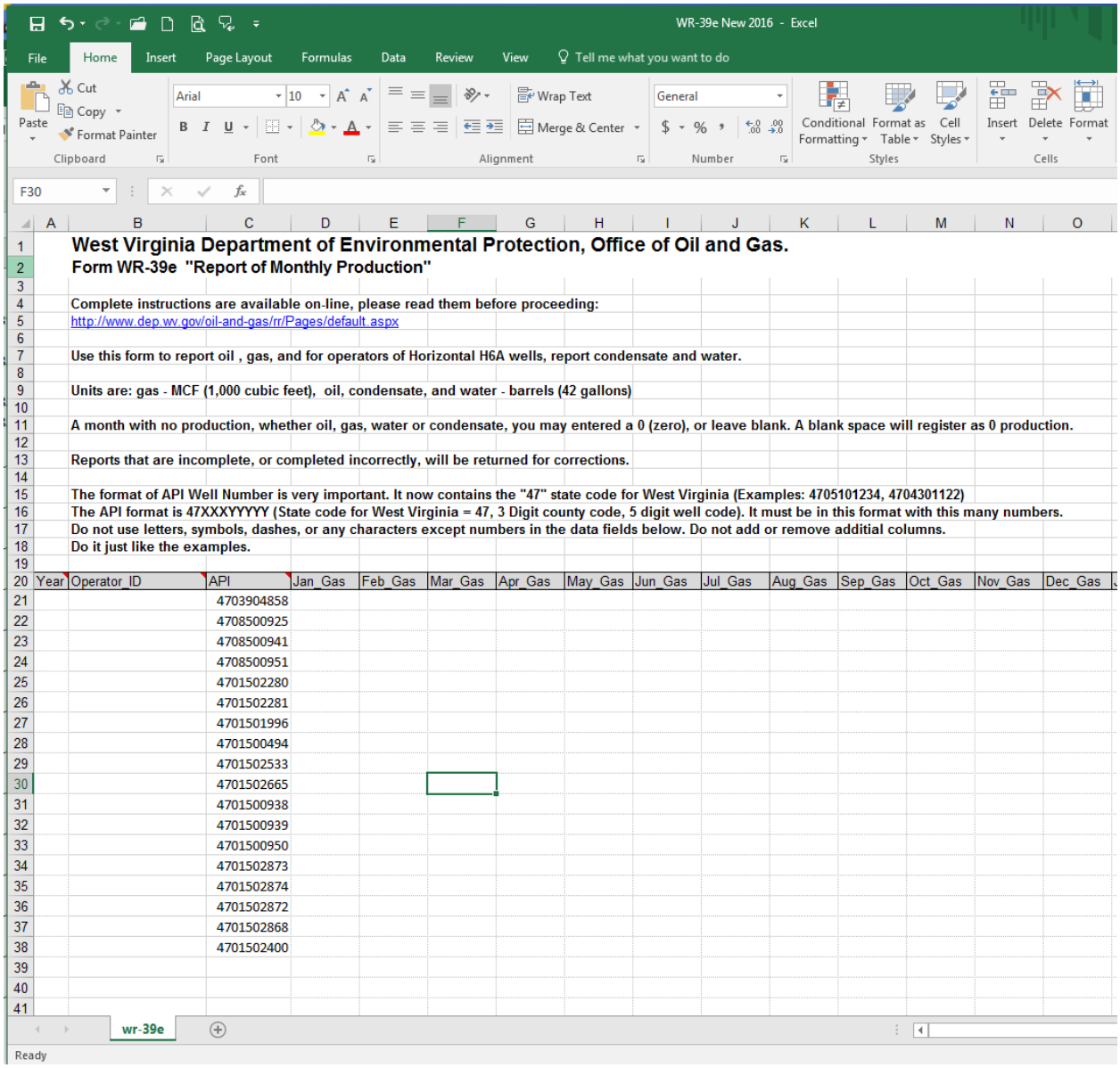
10. After saving, open the file. You can now cut and paste your well list into the WR-39e form.
11. Select the API numbers, choose Copy.



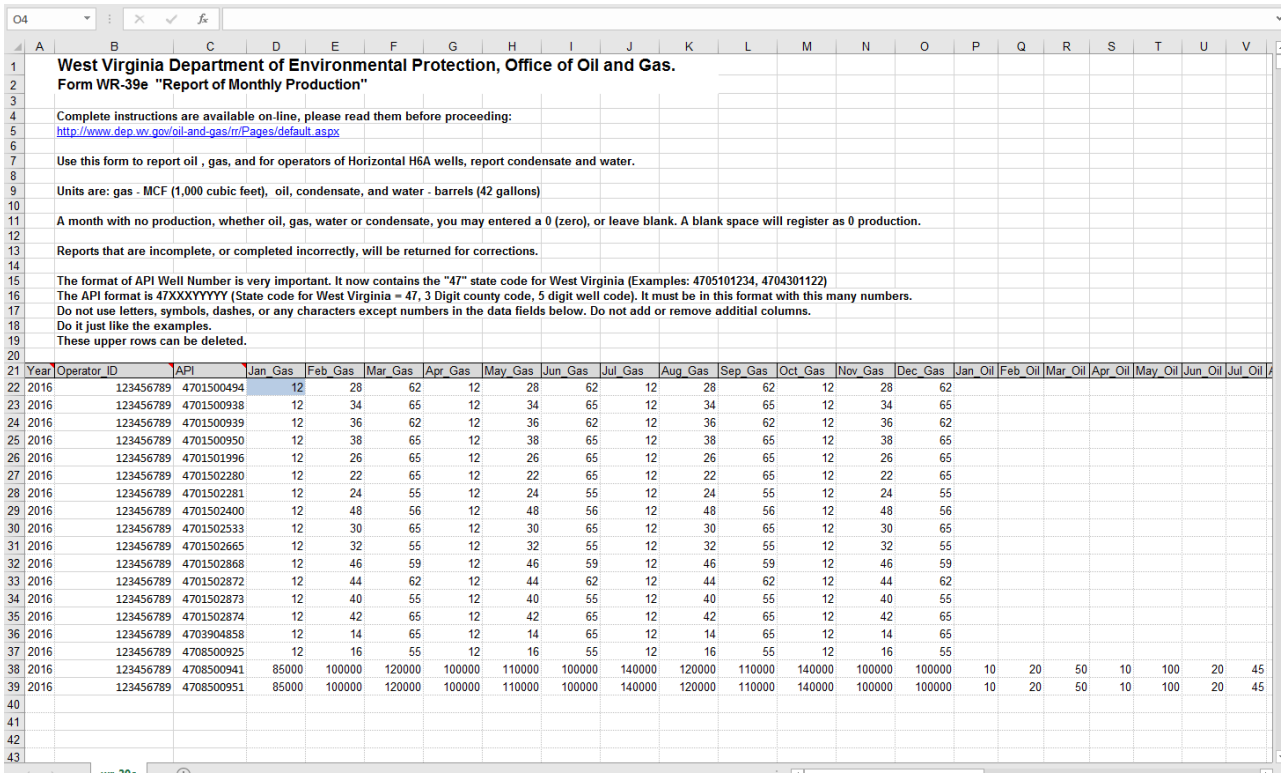
wellData2222 - Excel

	Well API	Current operator	Surface Owner	Well Number	Well Status	Well Type	Well Use	Last App. Received Date	Last Permit Issued Da
1)	4703904858	HARDEE PETROLEUM CO., A GENERAL PTSHP.	APPLACHIAN LAND CO.	2	Plugged	Vertical	Not Available		6/8/19
2)	4708500925	HARDEE PETROLEUM CO., A GENERAL PTSHP.	PARKS, A. F.	1	Plugged	Vertical	Not Available		4/26/19
3)	4708500941	HARDEE PETROLEUM CO., A GENERAL PTSHP.	RINEHART, L. J.	1	Plugged	Vertical	Not Available		2/8/19
4)	4708500951	HARDEE PETROLEUM CO., A GENERAL PTSHP.	PARKS, JOE, ETAL	27	Plugged	Vertical	Not Available		8/26/19
5)	4701502280	HARDEE PETROLEUM CO., A GENERAL PTSHP.	POALRIS COAL CO.	ELK RIVER 12	Never Drilled	Vertical	Unknown	8/29/1985	
6)	4701502281	HARDEE PETROLEUM CO., A GENERAL PTSHP.	POLARIS COAL CO.	ELK RIVER 11	Never Drilled	Vertical	Unknown	8/29/1985	
7)	4701501996	HARDEE PETROLEUM CO., A GENERAL PTSHP.	POLARIS COAL CO.	PAULEY 5	Plugged	Vertical	Not Available	9/21/1998	9/2/19
8)	4701500494	HARDEE PETROLEUM CO., A GENERAL PTSHP.	HOLCOMB, DAVID	PAULEY 2	Plugged	Vertical	Not Available	7/9/1999	7/1/19
9)	4701502533	HARDEE PETROLEUM CO., A GENERAL PTSHP.	POLARIS COAL CO.	ELK RIVER 12	Plugged	Vertical	Unknown	7/9/1999	4/8/19
10)	4701502665	HARDEE PETROLEUM CO., A GENERAL PTSHP.	APPALACHIAN LAND CO.	CARBIDE 15	Never Drilled	Vertical	Unknown	4/11/2002	4/29/20
11)	4701500938	HARDEE PETROLEUM CO., A GENERAL PTSHP.	GMO FORESTRY FUND	ELK RIVER 2	Plugged	Vertical	Unknown	10/10/2002	10/16/20
12)	4701500939	HARDEE PETROLEUM CO., A GENERAL PTSHP.	GMO FORESTRY FUND	ELK RIVER 3	Plugged	Vertical	Not Available	10/10/2002	10/16/20
13)	4701500950	HARDEE PETROLEUM CO., A GENERAL PTSHP.	GMO FORESTRY FUND	8 ELK RIVER	Plugged	Vertical	Gas Production	12/12/2008	1/16/20
14)	4701502873	HARDEE PETROLEUM CO., A GENERAL PTSHP.	BLUE EAGLE LAND LLC	CARBIDE 33	Never Drilled	Vertical	Unknown	12/8/2009	12/28/20
15)	4701502874	HARDEE PETROLEUM CO., A GENERAL PTSHP.	GMO FORESTRY LAND FUND	ELK RIVER 23	Never Drilled	Vertical	Unknown	12/8/2009	12/28/20
16)	4701502872	HARDEE PETROLEUM CO., A GENERAL PTSHP.	BLUE EAGLE LAND LLC	CARBIDE 11	Never Drilled	Vertical	Unknown	12/10/2009	12/28/20
17)	4701502868	HARDEE PETROLEUM CO., A GENERAL PTSHP.	GMO FORESTRY FUND 3, LLC	ELK RIVER 25	Plugged	Vertical	Unknown	7/12/2010	7/21/20
18)	4701502400	HARDEE PETROLEUM CO., A GENERAL PTSHP.	BLUE EAGLE LAND, LLC	CARBIDE 6	Plugged	Vertical	Gas Production	5/14/2014	6/23/20

12. Open the WR-39e form, then paste the API numbers in the API column of WR-39e.



13. You can now enter the Year, Operator ID, and begin to enter your production data



West Virginia Department of Environmental Protection, Office of Oil and Gas.
Form WR-39e "Report of Monthly Production"

Complete instructions are available on-line, please read them before proceeding:
http://www.dep.wv.gov/oil-and-gas/rr/Pages/default.aspx

Use this form to report oil , gas, and for operators of Horizontal H6A wells, report condensate and water.

Units are: gas - MCF (1,000 cubic feet), oil, condensate, and water - barrels (42 gallons)

A month with no production, whether oil, gas, water or condensate, you may entered a 0 (zero), or leave blank. A blank space will register as 0 production.

Reports that are incomplete, or completed incorrectly, will be returned for corrections.

The format of API Well Number is very important. It now contains the "47" state code for West Virginia (Examples: 4705101234, 4704301122)
The API format is 47XXXYYYYY (State code for West Virginia = 47, 3 Digit county code, 5 digit well code). It must be in this format with this many numbers.
Do not use letters, symbols, dashes, or any characters except numbers in the data fields below. Do not add or remove additial columns.
Do it just like the examples.
These upper rows can be deleted.

Year	Operator_ID	API	Jan_Gas	Feb_Gas	Mar_Gas	Apr_Gas	May_Gas	Jun_Gas	Jul_Gas	Aug_Gas	Sep_Gas	Oct_Gas	Nov_Gas	Dec_Gas	Jan_Oil	Feb_Oil	Mar_Oil	Apr_Oil	May_Oil	Jun_Oil	Jul_Oil
2016	123456789	4701500494	12	28	62	12	28	62	12	28	62	12	28	62							
2016	123456789	4701500938	12	34	65	12	34	65	12	34	65	12	34	65							
2016	123456789	4701500939	12	36	62	12	36	62	12	36	62	12	36	62							
2016	123456789	4701500950	12	38	65	12	38	65	12	38	65	12	38	65							
2016	123456789	4701501996	12	26	65	12	26	65	12	26	65	12	26	65							
2016	123456789	4701502280	12	22	65	12	22	65	12	22	65	12	22	65							
2016	123456789	4701502281	12	24	55	12	24	55	12	24	55	12	24	55							
2016	123456789	4701502400	12	48	56	12	48	56	12	48	56	12	48	56							
2016	123456789	4701502533	12	30	65	12	30	65	12	30	65	12	30	65							
2016	123456789	4701502665	12	32	55	12	32	55	12	32	55	12	32	55							
2016	123456789	4701502868	12	46	59	12	46	59	12	46	59	12	46	59							
2016	123456789	4701502872	12	44	62	12	44	62	12	44	62	12	44	62							
2016	123456789	4701502873	12	40	55	12	40	55	12	40	55	12	40	55							
2016	123456789	4701502874	12	42	65	12	42	65	12	42	65	12	42	65							
2016	123456789	4703904858	12	14	65	12	14	65	12	14	65	12	14	65							
2016	123456789	4708500925	12	16	55	12	16	55	12	16	55	12	16	55							
2016	123456789	4708500941	85000	100000	120000	100000	110000	100000	140000	120000	110000	140000	100000	100000	10	20	50	10	100	20	45
2016	123456789	4708500951	85000	100000	120000	100000	110000	100000	140000	120000	110000	140000	100000	100000	10	20	50	10	100	20	45

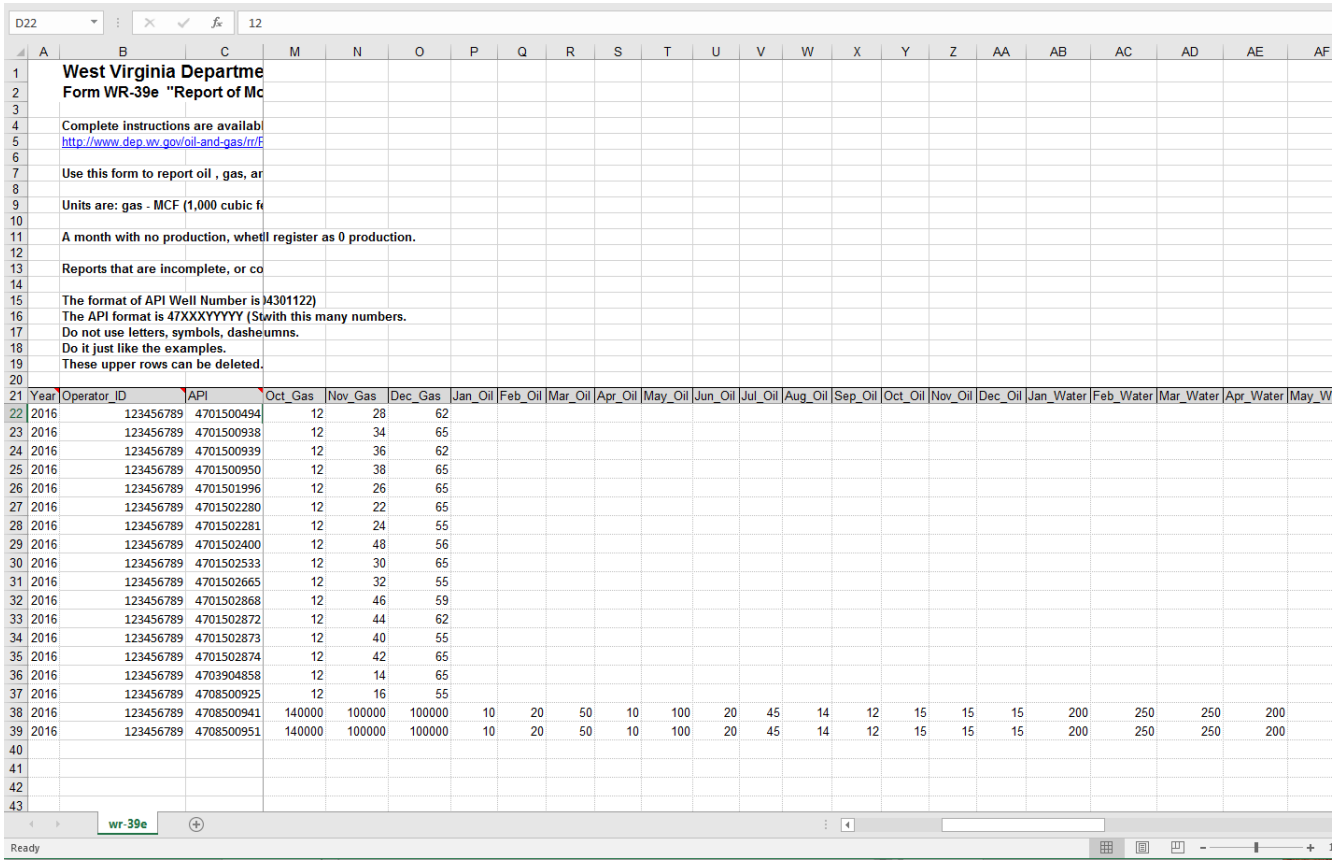
14. In the example above, the upper set of wells represent conventional wells that only produce gas, there is no oil data to enter, and no requirement to report water or condensate. Only gas will be registered by the database. The bottom two wells represent horizontal H6A wells. They are reporting gas, oil, water, and condensate in the columns to the right.

15. If all your wells are NOT listed on the report generated from our database, that means all your wells are not listed on your bond in our records. Or if there is a well on the list that is NOT yours, then that well is listed incorrectly. In either case, contact the Office of Oil and Gas to make corrections and properly transfer wells. You can enter missing API or take them off, pending correction of your well list at DEP.

16. It is a good idea to sort your wells numerically by API. That is also easy to do. Put the curser in a box with one of the API numbers, and click the "Sort & Filter" button in the upper right. It will ask you to sort ascending or descending, choose ascending, and it will reorder everything by API.

17. Computer Tip: This WR-39 form is 51 columns wide. To make data entry easier in the farthest column, you can use "Freeze Pane" to leave the API column visible while you

scroll to the right to enter data. Just put your curser in the first box of data at “Jan_Gas”, (as shown above in the blue box) at the top, choose View, the Freeze Pane. That will lock those columns while you scroll, see below.



D22 | 12

	A	B	C	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF
1		West Virginia Departme																					
2		Form WR-39e "Report of Mc																					
3																							
4		Complete instructions are availabl																					
5		http://www.dep.wv.gov/oil-and-gas/r/F																					
6																							
7		Use this form to report oil , gas, ar																					
8																							
9		Units are: gas - MCF (1,000 cubic fe																					
10																							
11		A month with no production, whetl register as 0 production.																					
12																							
13		Reports that are incomplete, or co																					
14																							
15		The format of API Well Number is 4301122)																					
16		The API format is 47XXXYYYYY (St with this many numbers.																					
17		Do not use letters, symbols, dashe umns.																					
18		Do it just like the examples.																					
19		These upper rows can be deleted.																					
20																							
21	Year	Operator_ID	API	Oct_Gas	Nov_Gas	Dec_Gas	Jan_Oil	Feb_Oil	Mar_Oil	Apr_Oil	May_Oil	Jun_Oil	Jul_Oil	Aug_Oil	Sep_Oil	Oct_Oil	Nov_Oil	Dec_Oil	Jan_Water	Feb_Water	Mar_Water	Apr_Water	May_W
22	2016	123456789	4701500494	12	28	62																	
23	2016	123456789	4701500938	12	34	65																	
24	2016	123456789	4701500939	12	36	62																	
25	2016	123456789	4701500950	12	38	65																	
26	2016	123456789	4701501996	12	26	65																	
27	2016	123456789	4701502280	12	22	65																	
28	2016	123456789	4701502281	12	24	55																	
29	2016	123456789	4701502400	12	48	56																	
30	2016	123456789	4701502533	12	30	65																	
31	2016	123456789	4701502665	12	32	55																	
32	2016	123456789	4701502868	12	46	59																	
33	2016	123456789	4701502872	12	44	62																	
34	2016	123456789	4701502873	12	40	55																	
35	2016	123456789	4701502874	12	42	65																	
36	2016	123456789	4703904858	12	14	65																	
37	2016	123456789	4708500925	12	16	55																	
38	2016	123456789	4708500941	140000	100000	100000	10	20	50	10	100	20	45	14	12	15	15	15	200	250	250	200	
39	2016	123456789	4708500951	140000	100000	100000	10	20	50	10	100	20	45	14	12	15	15	15	200	250	250	200	
40																							
41																							
42																							
43																							

wr-39e

Ready

18. Save the file as described in other instructions, “XYZ Gas Comp WR39 2016”.

19. You are now ready to submit your data.

20. The example below shows a basic completed WR-39e. The top rows are data representing typical conventional wells that are only reporting gas production. The last two wells represent H6A wells, that are reporting gas, oil, water, and condensate.

West Virginia Department of Environmental Protection, Office of Oil and Gas.

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Do it just like the examples.
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Year	Operator_ID	API	Jan_Gas	Feb_Gas	Mar_Gas	Apr_Gas	May_Gas	Jun_Gas	Jul_Gas	Aug_Gas	Sep_Gas	Oct_Gas	Nov_Gas	Dec_Gas	Jan_Oil	Feb_Oil	Mar_Oil	Apr_Oil	May_Oil	Jun_Oil	Jul_Oil	Aug_Oil	Sep_Oil	Oct_Oil	Nov_Oil	Dec_Oil	Jan_Water
2016	123456789	4701500494	12	28	62	12	28	62	12	28	62	12	28	62												
2016	123456789	4701500938	12	34	65	12	34	65	12	34	65	12	34	65												
2016	123456789	4701500939	12	36	62	12	36	62	12	36	62	12	36	62												
2016	123456789	4701500950	12	38	65	12	38	65	12	38	65	12	38	65												
2016	123456789	4701501996	12	26	65	12	26	65	12	26	65	12	26	65												
2016	123456789	4701502280	12	22	65	12	22	65	12	22	65	12	22	65												
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2016	123456789	4701502874	12	42	65	12	42	65	12	42	65	12	42	65												
2016	123456789	4703904858	12	14	65	12	14	65	12	14	65	12	14	65												
2016	123456789	4708500925	12	16	55	12	16	55	12	16	55	12	16	55												
2016	123456789	4708500941	85000	100000	120000	100000	110000	100000	140000	120000	110000	140000	100000	100000	10	20	50	10	100	20	45	14	12	15	15	15	200
2016	123456789	4708500951	85000	100000	120000	100000	110000	100000	140000	120000	110000	140000	100000	100000	10	20	50	10	100	20	45	14	12	15	15	15	200

Feb_Water	Mar_Water	Apr_Water	May_Water	Jun_Water	Jul_Water	Aug_Water	Sep_Water	Oct_Water	Nov_Water	Dec_Water	Jan_Cond	Feb_Cond	Mar_Cond	Apr_Cond	May_Cond	Jun_Cond	Jul_Cond	Aug_Cond	Sep_Cond	Oct_Cond	Nov_Cond	Dec_Cond
250	250	200	250	250	200	250	250	200	250	250	400	300	200	400	300	200	400	300	200	400	300	200
250	250	200	250	250	200	250	250	200	250	250	400	300	200	400	300	200	400	300	200	400	300	200